


Repost

VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#2011-55R CS-376 REV(08/08)
A022510

Description of Position	TITLE OF POSITION: <u>Employment & Training Manager</u>	CLASSIFICATION CODE: <u>02588200</u>
	SALARY RANGE: <u>(126A) \$46283 - \$53846</u>	REFERENCE POSITION NO.: <u>1680-50101-03920</u>
	Labor & Training Income Support/Call Center	APPLICATION PERIOD: <u>11/23/11-11/29/11 4:00pm</u>
	DEPARTMENT DIVISION/SECTION/UNIT	NO GRACE PERIOD
	Assignment(s) / Comments Shift and Days: <u>35 hr week Mon- Fri between 7 am- 7 pm</u> Job Location: <u>Cranston, RI</u>	
General Information to Candidate	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: _____	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
Statement of Duties	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none">• The title of the position for which you are applying• Title of your present position and date you entered it• Date you entered State service• Name of department where you are currently employed• Your business telephone number• Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none">• Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.• Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	DUTIES / RESPONSIBILITIES: To manage and direct a small (volume of claims) field office; or to supervise an operation within the central office or a larger office such as adjudication, claims clearance or the claims counter; or to assist in the management of a larger office or a section of the central office to ensure the effective delivery of employment and training services, unemployment insurance or temporary disability insurance benefits to clients; and to do related work as required.	
	EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in business or personnel administration or the behavioral or social sciences, or a closely related field; and EXPERIENCE: Such as may have been gained through: employment in a personnel generalist capacity involving recruitment, interviewing, coordinating training or education activities, or handling employee insurance benefits, or performing closely related functions in a public or private organization with some responsibility for leading the work of others. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	Where to Apply <div style="display: flex; justify-content: space-between;"><div><p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.</p><p>EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</p><p>Kelly L. Liles Department of Administration Office of Human Resources General Government Service Center One Capitol Hill, Providence, RI 02908</p></div><div><p>Email: KellyL-resume@hr.ri.gov</p><p>TTY/TDD#: <u>711</u> (Telecommunication Device for the Deaf)</p></div></div>	
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: EMPLOYMENT AND TRAINING MANAGER

Class Code: 02588200

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage and direct a small (volume of claims) field office; or to supervise and operation within the central office or a larger office such as adjudication, claims clearance or the claims counter; or to assist in the management of a larger office or a section of the central office to ensure the effective delivery of employment and training services, unemployment insurance or temporary disability insurance benefits to clients; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision with some latitude to exercise independent judgement and initiative; work is reviewed through consultation and reports to ensure conformance with policies, rules, and procedures of the department.

SUPERVISION EXERCISED: Plans, organizes, reviews, and evaluates the work of technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the work of a staff engaged in providing clients with employment and training services such as: processing initial and continued claims for unemployment insurance and temporary disability benefits; processing requests for training under the Job Training Partnership Act; interviewing, advising, referring and assisting job applicants; conducting fact-finding interviews with clients in cases which are disputed and rendering decisions in accordance with procedures and applicable laws; maintaining office records and preparing input for required reports; accepting job orders from employers; and communicating with the statewide job bank.

To establish and maintain good relations with employers, employment representatives, training providers, and related individuals and groups.

To perform direct client service functions as required.

To train employees in proper office procedures and good public relations.

To prepare regular management reports on office activity.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of placement, referral, and claims processing systems; a working knowledge of The Rhode Island Employment Security, Temporary Disability Insurance and Job Training Partnership Acts and pertinent federal statutes; a working knowledge of the principles of office management and supervision; a familiarity with various industries and businesses, occupational requirements, and employment conditions in the state; the ability to assess staffing needs; the ability to read and understand complex directives, policies, or related documents; maintain effective relationships of employers, clients and the public; the ability to resolve disputed claims which require interpretation of laws and precedent cases; the ability to train, manage and evaluate the staff of a small office, or unit; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in business or personnel administration or the behavioral or social sciences, or a closely related field; and

Experience: Such as may have been gained through: employment in a personnel generalist capacity involving recruitment, interviewing, coordinating training or educational activities, or handling employee insurance benefits, or performing closely related functions in a public or private organization with some responsibility for leading the work of others.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03